



Embassy of the  
United States

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ANTANANARIVO

## INTERN PROGRAM ANNOUNCEMENT / AMERICAN EMBASSY ANTANANARIVO ANNOUNCEMENT NUMBER: 002/17

The U.S. Embassy in Antananarivo is seeking two students to serve as Interns in the Public Affairs Section/Program. Following are the details about this internship.

- **Major duties or project:**

1. Assist the Program Specialist in running projects related to youth, YALI program and Alumni engagement, trainings for journalists and civil society members; information campaign on democracy and environment.
2. Update contacts for the Program Unit including the Alumni database.
3. Research and track stories and reports related to programs. Findings will be used for newsletter, online outreach and reports in Malagasy, English or French.
4. Put together information related to programs and events organized by the Programs Unit (get quotes for event, etc.)
5. Clerical jobs related to programs: draft invitation and guest list for events; send and confirm invitation, book rooms for meeting, escort visitors, classify and maintain schedules and files for the Program Unit.
6. Other tasks as assigned.

- **Scope of work:**

The work includes teaming up with the Program Specialist on programs-related issues. This includes assisting in designing, organizing events and implementing projects led by the Program Unit. Maintaining and updating contacts and the Alumni database, and other clerical jobs as assigned.

- **Qualification requirements (Knowledge, skills, abilities):**

- Bachelor degree in English, public relations, communication, political science, social development, management, marketing or a related field;
- Ability to use computer for word processing and Excel;
- Ready for team work; prepared to work under pressure and on call during weekend.

- **Number of hours per day and per week (up to a maximum of 40 hours/week):**

Minimum of 20 hours a week and up to 8 hours/day for 40 hours/week

- **Duration of the internship (not to exceed three months):** Three months

- **Designated staff member to mentor/supervise the intern:** Program Specialist

### **HOW TO APPLY:**

Please address your applications to the U.S. Embassy Human Resources Office, Lot 207 A Point Liberty Andranoro Antananarivo **no later than COB January 27, 2017 OR**

Applications may also be e-mailed to the following address: [AntananarivoEmbHRO@state.gov](mailto:AntananarivoEmbHRO@state.gov) **and should not contain more than 3 files.**

**N.B:** The following documentation **must be attached** as part of the application package before the application may be considered:

- Copy of the National Identity Card (For Malagasy citizens)
- Copies of each degree, diploma, and/or certificate mentioned in the application.

**Any incomplete applications or applications received after COB January 27, 2017 will not be eligible for consideration**